

# **DELTA STEWARDSHIP COUNCIL**

## **JOB OPPORTUNITIES**

### ***Office Assistant (Typing)***

Permanent, Half-Time  
Salary Range: \$1,072-\$1,413

Do you want to help change California for the better? Make meaningful contributions to help guide California's water policies in the years to come? Do you relish learning about new scientific discoveries and trends? If so, we have an outstanding career opportunity for you!

The Delta Stewardship Council (DSC) currently has an opening for an Office Assistant (Typing) (OA (T)). Under close supervision of the Deputy Director of Administration and lead direction from Business Services staff, the Office Assistant is the primary DSC Receptionist. The incumbent performs other clerical duties that become routine after initial training; and is expected to follow oral and written directions, evaluate situations accurately, and take the appropriate action for assigned task.

#### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Receives and screens telephone calls from a wide variety of sources; utilizes appropriate and effective communication with callers; answers a variety of inquiries relative to the program and provides information to the public and other governmental employees, requiring a general knowledge of the DSC program; and identifies and refers callers to appropriate DSC staff or outside resources. Greets and assists a variety of visitors including government officials, stakeholder representatives, and the public, and notifies staff of their arrival.
- Assists the Deputy Director of Administration with routine clerical duties. Provides clerical support to other administrative staff, which includes using a personal computer to type, edit, and format a variety of documents, proofreading and checking to ensure documents are consistent with departmental and office standards; photocopying and assembling various projects; and making travel arrangements. Provides back-up clerical support and assistance to the DSC Chairperson/Executive Officer and other Executive staff. Attends weekly support staff meetings.

#### **QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:**

- Excellent written and oral communication; proficiency with Microsoft Office programs (Word, Excel, PowerPoint); knowledge of office methods, supplies and equipment.
- Ability to exercise good judgment in performing assigned tasks; handle sensitive and confidential assignments with tact and diplomacy; manage multiple and competing tasks.
- Maintain consistent and regular attendance, including punctuality, neatness, and dependability.

#### **WHO MAY APPLY:**

If you are currently an OA (T) or reachable on an OA (T) state exam list, or a state employee with transfer eligibility, you can apply now! Please indicate on your application the nature of your eligibility.

#### **HOW TO APPLY...**

Submit a State application (Form STD. 678) and resume to:

Delta Stewardship Council - Human Resources  
980 Ninth Street, Suite 1500  
Sacramento, CA 95814

**QUESTIONS?** Contact Lynn Borja at (916) 445-5616 or [lynn.borja@deltacouncil.ca.gov](mailto:lynn.borja@deltacouncil.ca.gov)